

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5314
GRADE: S-26

TITLE: SUPERVISING COMBINATION INSPECTOR

DEFINITION:

Under limited supervision, supervises a group of inspectors performing multidisciplinary inspections that involve the application of residential or commercial mechanical, electrical, gas, plumbing and building construction codes, ordinances and regulations; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Supervising Combination Inspector differs from Master Combination Inspector in that the Supervising Combination Inspector supervises a group of inspectors in the performance of their duties, whereas the Master Combination Inspector performs multidisciplinary inspections of commercial and residential structures.

ILLUSTRATIVE DUTIES:

Assigns, directs, monitors and evaluates the work of inspectors assigned to either a functional or geographical area;
Through "ride-alongs" and "ride-afters", spotchecks the quality and quantity of inspectors' work;
Counsels employees;
Recommends and/or implements disciplinary actions;
Reviews daily reports for content and accuracy;
Advises inspectors on difficult problems;
Identifies staff training needs and coordinates/delivers training;
Presents refresher courses and courses covering code changes;
Resolves technical multidisciplinary construction problems;
Resolves disputes, problems, and differences in code interpretation, etc. between staff and plans examiners, contractors, developers and other agency and County staff;
Investigates and resolves customer complaints;
Reviews construction and site plans for new projects prior to inspections, and monitors the enforcement of special geotechnical requirements and building-related proffers;
Reviews professional engineers' inspection reports for accuracy prior to their submission to his/her supervisor;
Testifies as to matters of fact in court cases;
Issues violation notices;
Coordinates the prosecution of violators with Code Enforcement;
Drafts correspondence for supervisor's signature;
Assists supervisor with preparing and administering the budget;
Compiles and maintains records;
Participates in the development/implementation of the Fairfax Information Database On-Line (FIDO);

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Develops and recommends changes in the International Code Council and Virginia Uniform Statewide Building Codes;
Performs inspections as needed.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of the theories and practices of the International Code Council, Virginia Uniform Building Code, and Fairfax County mechanical, electrical, plumbing, gas and building codes and regulations;

Considerable knowledge of the principles and practices of building construction and engineering;

Considerable knowledge of the equipment, materials and methods used in the repair and/or construction of commercial or residential structures;

Working knowledge of the Virginia Occupational Safety and Health Act;

Working knowledge of supervisory techniques and the ability to apply them effectively;

Ability to read and interpret mechanical, electrical, plumbing, gas and building plans, specifications, blue prints, and drawings;

Ability to analyze and resolve field problems;

Ability to use personal/laptop computer and a familiarity with networked environments for the development, storage and dissemination of information;

Ability to communicate clearly and concisely, both orally and in writing;

Ability to effectively handle situations requiring tact, diplomacy, and good judgment;

Ability to establish and maintain good working relationships with builders, contractors, the public, subordinates, and other employees.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:

Graduation from high school or a G.E.D. issued by a state department of education; PLUS

Five years of construction inspection experience, one year of which must have been served as a Master Combination Inspector or an equivalent job class.

CERTIFICATES AND LICENSES REQUIRED:

Possession of a valid motor vehicle drivers license.

NECESSARY SPECIAL REQUIREMENTS:

None.

REVISED:

May 10, 2004

ESTABLISHED:

February 23, 1987

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